



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 24, 2014

Katie Spieker  
460 6<sup>th</sup> St SW  
Britt, IA 50423

Dear Child Care Provider,

This letter is in regards to the April 22, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (found for one dog, needs to locate for the other, gave new form)
- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (needs to get for all household members, Derrick is not living in the home at the moment)
- ☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (needs to renew, was going to take the class, but it was cancelled)
- ☐ 110.5(2)c An individual file is maintained for each staff assistant and contains: (Mackenzie-15)
- ☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396 (needs to get)
- ☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643 (needs to get)
- ☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.
- ☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. (needs to do, was going to attend a class and it was cancelled)
- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. (needs for all kids)

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. (needs for all kids)

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. (needs for all kids)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

If you are going to be moving you need to contact Tawny Symonds, your CCR&R lady and Amanda Nash at DHS. They will need to check out your new home to make sure that it is appropriate for day care. We encourage you to contact Tawny for help with your training hours so that you are in compliance. You have 45 days to complete your mandatory reporter training. Tawny can assist you with getting this done as well.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by:**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 641-421-1219 if you have any questions regarding this letter.

Sincerely,

Amanda Nash  
Social Worker II

**Always Remember:**

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-424-9559.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).